



US Peace Corps Philippines

The United State Peace Corps program in the Philippines seeks qualified candidates for the position of:

PROGRAM ASSISTANT

(Code: PA)

With a passion for helping people and a belief in the power of grass-roots community development work, the Program Assistant (PA) will join an established and dedicated staff committed to serving Filipino communities through collaboration between American volunteers and Filipino counterparts. The successful PA is a team player with excellent organizational skills, an interest in Education, Youth and Environment and a willingness to support diverse Americans in their Volunteer work at the community level in the Philippines.

US Peace Corps was established in 1961 by President John F. Kennedy. It is a US government agency devoted to world peace and friendship. The first batch of Volunteers came to the Philippines in 1961. Since that time, more than 8000 Peace Corps Volunteers (PCVs) have served in the Philippines where they currently work in the fields of Education, Coastal Resource Management and Youth Development.

BASIC FUNCTION OF POSITION

The **Program Assistant** (PA) provides administrative support to the Peace Corps program unit in the Philippines. The PA works with the Director for Programming and Training (DPT), Sector Manager (PM) and Regional Managers (RM) and the Training team as part of the Programming and Training Unit to ensure the smooth running of the Peace Corps program in the Philippines and the support of all Volunteers.

MAJOR DUTIES AND RESPONSIBILITIES

Major Job Duties

- Assists the PM and RMs in summarizing accomplishments of PCVs and contributing to reports for stakeholders.
- Prepares and updates relevant databases, documents and files in a timely and complete manner.
- Coordinates the use of the Volunteer Reporting Tool by exporting, importing, and tracking feedback.
- Assists with routine office management tasks such as filing, copying, materials preparation, scheduling, task tracking and monitoring of implementation activities.
- Assists at training events through a variety of tasks including logistical support, materials preparation, session design, and co-facilitating sessions.

- Updates and processes site information into databases.
- Receives Volunteer leave requests, tabulates leave and out-of-community days, circulates forms for appropriate approvals, and enters information into database
- Provides Trainees/Volunteers with technical and/or cultural information and insight in close collaboration with Programming staff
- Serves as back-up to Regional Managers and Program Manager as needed.
- Travels up to 50% throughout Philippines

Safety and Security Responsibilities: Per MS270, all members of the Peace Corps must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with procedures for reporting and responding to safety and security incidents.

Inherently Governmental Function (IGF):

May be designated a sub-cashier. (Designated by the Chief Financial Officer)

Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the DMO, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. **(based on MS 760 & OFMH 13)**

QUALIFICATIONS FOR EFFECTIVE PERFORMANCE

Required Qualifications:

- 2-3 years of relevant work experience
- University or college degree in related field
- Fluent in English and Filipino; ability to communicate orally and in writing in other languages in the Philippines a plus
- Familiar with challenges and benefits of working in a cross-cultural environment.
- Organizational skills and attention to detail, including the ability to maintain accurate and clear files
- Ability to use computers, including the Microsoft suite of software, and the ability to learn new programs
- Ability to act with diplomacy and tact with staff, Volunteers, community members and members of government

Desired Qualifications:

- Experience with international volunteer organizations, other development or cross-cultural organizations preferred.
- Knowledge of Peace Corps' philosophy, goals, and policies
- Training, facilitation, and/or public speaking skills

SALARY AND BENEFITS:

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Medical/Hospital benefits patterned on US Embassy benefits program
- Overseas training opportunities sponsored by Peace Corps

PROCEDURES FOR APPLICATION:

Interested applicants for this position must submit a cover letter and a comprehensive resume (CV) via email (in MS Word or PDF format of not more than 10MB) to vacancy@ph.peacecorps.gov.

Applications will be received until 12nn January 17, 2014.

Only applicants who satisfactorily meet the requirements will be contacted.

All information deemed necessary has been provided in this announcement, henceforth no phone inquiries will be entertained. Thank you.